

The City of



Green Park

October 1, 2012

Dear Consultant:

The City of Green Park is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than 10 pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov, in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be submitted with your firm's Letter of Interest.

We request all responses be received by 3:00 pm CST, Friday, October 26, 2012 at The City of Green Park City Hall, 11100 Mueller Rd., Suite 2, Green Park, MO 63123.

Sincerely,
CITY OF GREEN PARK

Zella Pope
City Administrator/City Clerk

Attachment

<i>Green Park, MO</i>	<i>Old Green Park Rd.</i>
Federal Aid No.:	STP-5401 (681)
Location:	Old Green Park Road
Proposed Improvement:	Mill and Overlay with limited base repair, as necessary
Length:	1,635 feet
Approximate Construction Cost:	\$280,000
DBE Goal Determination	0%
Consultant Services Required:	Engineering Design Scope of work for engineering as follows: Prepare location map, strip map, detail sheets and specifications Submit to MoDOT for comment and revise as needed Advertise project on MoDOT website Conduct bid opening and prepare bid tabulation Construction Inspection Scope of work for construction inspection as follows: Assist at preconstruction conference Perform periodic site inspections Prepare change orders Inspect construction materials Check shop drawings Conduct material testing and FAST compliance Participate in final inspection
Other Comments:	
Contact:	<i>Zella Pope</i> <i>11100 Mueller Rd, Suite 2, Green Park, MO 63123</i> <i>314-894-7336</i> zpope@cityofgreenpark.com
Deadline:	<i>3:00 pm CST, Friday October 26, 2012</i>
Submit <ul style="list-style-type: none"> Letter of interest should not exceed 10 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Five (5) copies of the letter interest should be received at the address and by the time specified. 	

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. Additional criteria can be added with the approval of Central Office Design

Experience and Technical Competence - Max Points 30

Capacity and Capability - Max Points 30

Past Record of Performance - Max Points 40